

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** Medical Assistant

**Department:** Health

**Reports to:** Clinic Manager / Medical Director

**Salary Range:** \$18.15 to \$25.41 per hour/(\$37,752 to \$52,853) Annually

**Status:** Non-Exempt

**Level:** B23

**Funding:** Minimum five year grant funded

**Opens:** February 17, 2022

**Closes:** March 02, 2022

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**SUMMARY:** This Medical Assistant position serves as a key point of contact and services for clinic clients in an outpatient clinic setting, including clients with COVID issues. As such, patient care, phone skills, and verbal communication are of utmost importance. Under the supervision of the Clinic Manager/Medical Director, the MA will use their medical knowledge to triage patients, schedule patient appointments and conduct COVID testing and follow up. This position will be cross trained to support other front desk functions such as medical records, and cover clinic medical assistant duties in times of absence.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work as part of a team to provide excellent patient care to patients and fellow employees, and represent LTBB Health Department in a professional, positive manner.
- Assist with COVID Vaccine related duties, including but not limited to: COVID triage, scheduling, and patient testing, calibration and maintenance of equipment, vaccine/booster clinics, etc.
- Rotate in Provider/MA teams.
- Learn and use RPMS/EHR medical record system for patient records.
- Perform selected nursing and administrative duties.
- Prepare patients for examination and treatment. Take patient histories and vital signs.
- Prepare exam and treatment rooms with necessary instruments.
- Give injections; supplies casts, splints, and dressings.
- Draw blood from patients for lab analysis. Collect urine samples from patients for analysis.
- Use RPMS/E.H.R. to maintain up to date patient records and documentation.
- Prepare and maintain supplies and equipment for treatment, including sterile technique.
- Assist physician in preparing for minor surgeries and physicals.
- Assist with scheduling of tests and treatments.
- Provide general information on department policies and procedures.
- Order and maintain clinical equipment and supplies.
- Maintain patient files, records, and other information.

- Assist in front desk duties; such as answering phones, triage, scheduling appointments and medical records, as requested.
- Assists in maintaining accurate medical records, paper and electronic, in cooperation with Medical Records Technician.
- Abides by HIPAA policies pertaining to protected, personal health information; keeping it in strictest confidence as required by federal law, CFR 42, and Tribal policies and statutes.
- Participate in professional development activities and maintain professional affiliations.
- May be required to perform miscellaneous job-related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Certified Medical Assistant in the State of Michigan required. One year experience working in a medical field required. May consider certified Paramedic with experience in the required skills. Experience working with Tribal community is preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Most important skill and ability in this position is to deliver excellent patient care, which involves verbal and non-verbal communication, tone of voice, and phone skills. Must be detail oriented and have excellent organizational skills. Must have working knowledge of medical terminology and have strong verbal and written skills. Must have ability to carry out tasks and assignments with minimal supervision. Must have good communication skills and be computer savvy. Must maintain confidentiality and security of all medical records and patient information at all times. Must be open and willing to learn all aspects of medical office and clinic functioning including obtaining vital signs and preparing patients for their provider visit. Must be open and willing to learn of a broad range of skills and regulatory requirements for medical clinic functioning. Must be dependable and time conscious. Must be able to work well with others, has to be able to work alone and with minimal supervision. Must be able to take direction from Triage Nurse or Medical Director. Ability to travel is required. Must have positive job history with previous employers, including LTBB.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess current Medical Assistant certification, valid driver's license, Basic Life support certification, have reliable transportation and be insurable for duration of employment.

**COMMENTS:** Indian preference will apply. Individuals must pass a thorough background investigation. Individual must have a positive job history. Individual must take TB test and get influenza vaccination annually due to working in a health setting.